Activity:	**8.7** **Conduct Software Integration and Testing Stage Exit**
Responsibility:	Project Manager
Description:	The Stage Exit is a process for ensuring that projects are on target, within budget, on schedule, and meet the DOE and project standards identified in the Project Plan. The goal of a Stage Exit is to secure the approval of designated key individuals to continue with the project and to move forward into the next lifecycle stage.

Schedule the Stage Exit as the last activity of the Software Integration and Testing Stage. It is the responsibility of the project manager to notify the appropriate participants when a project is ready for the Stage Exit process and to schedule the Stage Exit meeting. All functional areas and the Quality Assurance representative involved with the project should receive copies of the work products and deliverables produced in this stage.

During the Stage Exit meeting, participants discuss open issues that will impact the Project Plan. The project manager should ensure that an acceptable action plan is developed for handling all open issues. At the conclusion of the meeting, concurrence is needed from the designated approvers to begin the next stage.

A description of the Stage Exit process is provided in the *Stage Exit Process Guide.* A copy of the guide is provided in Appendix E.

Note:	A Stage Exit is an effective project management tool that is recommended for all software projects regardless of size. For small software projects, stages can be combined and addressed during one Stage Exit.
Work Product:	A summary of the Stage Exit meeting is prepared by the project manager or a designee and distributed to the meeting attendees. The summary identifies any issues and action items needed to obtain concurrence prior to proceeding to the Installation and Acceptance Stage.